

Here's the KEY to Information in the Career Chart

Occupational Title and Description	Employment Outlook	Average Wage Range	Training Required	Other
<p>This column includes the title and description of duties for each occupation. The job tasks you actually do will depend on your employer, training and experience.</p>	<p>Where Utah data are available, this column shows the Utah job outlook to 2005 based on the average number of job openings expected in each of the next five years. Occupations are divided into five groups:</p> <ul style="list-style-type: none"> ▶ Limited, 40 or fewer average annual openings; ▶ Fair, 41 to 75 average annual job openings; ▶ Average, 76 to 150 average annual job openings; ▶ Good, 151 to 350 average annual job openings; ▶ Very Good, more than 350 average annual job openings. 	<p>This column shows the salary range for the middle 50% of workers in the occupation. <i>This is not what a worker just starting out in an occupation could expect to earn</i>, but it is a good measure of what a more experienced worker could earn in this occupation. Utah information in this column is taken from wage surveys conducted in Utah in 2001. National information is taken from the Bureau of Labor Statistics.</p>	<p>This column shows the education and training requirements for entry into the occupation. The information in this column was developed by the U.S. Department of Labor's Bureau of Labor Statistics. (For more information on this new system of describing education and training requirements, see the Winter 1995-96 edition of the <i>Occupational Outlook Quarterly</i>.) Occupations are divided into 11 groups:</p> <ul style="list-style-type: none"> ▶ 1st professional degree; ▶ Doctor degree; ▶ Master degree; ▶ Related work experience and a Bachelor degree; ▶ Bachelor degree; ▶ Associate degree; ▶ Post-secondary applied technology education; ▶ related work experience; ▶ More than 12 month's on-the-job training—these jobs generally require more than 12 months on-the-job training combined with work experience and formal classroom instruction, this category also includes occupations that require apprenticeships; ▶ 1 to 12 months on-the - job training—these jobs may require a combination of on-the-job training and information training that can include observing experienced workers; and, ▶ less than 1 month on-the-job training. 	<p>This column lists codes for public institutions in Utah which offers training that may be useful for entry into the occupation. In addition, this column contains other useful information about the occupation such as whether it is a licensed occupation or whether it is apprenticeable (APP)</p>

The Utah Career Chart

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
REALISTIC (TECHNICAL) OCCUPATIONS				
AIRCRAFT MECHANIC Repairs and maintains the operating condition of aircraft, such as hydraulic and pneumatic systems, landing gear, propeller assemblies, fuel tanks and airframe assemblies. Services, replaces, fits and adjusts parts and equipment	Limited	\$31,000- \$41,800	Post secondary applied technology education	APP licensed occupation
ANIMAL CARETAKER Care for, feeds, waters, bathes and exercises animals. Cleans and repair cages. Plays with animals, gives companionship and watches for behavioral changes that indicate illness or injury. Records Information about bloodlines, diet and medical history.	Average	\$13,700- \$21,000	less than 1 month on-the-job training	veterinary technology training will improve employment prospects
AUTOMOBILE MECHANIC Adjusts, repairs and overhauls automotive vehicles. Inspects, lubricates and adjusts engines and other components. Repairs or replaces parts before they cause breakdowns. Mechanics in larger shops have increasingly become specialized.	Very Good	\$20,800- \$37,900	more than 12 months on-the-job training	APP
AUTOMOTIVE BODY REPAIRER Repairs, repaint and refinishes automotive vehicle bodies, straightens bent frames, removes dents and replaces crumpled parts and damaged vehicle glass.	Good	\$23,100- \$34,300	more than 12 months on-the-job training	APP
BAKER, BREAD AND PASTRY Mixes and bakes ingredients according to recipes to make breads, pastries and other baked goods. Measures ingredients, shapes and bakes dough and applies filling and decorations.	Average	\$15,000- \$26,400	1 to 12 months on-the-job training	APP
BICYCLE REPAIRER Repairs and services bicycles using power and hand tools. Disassemble parts, replaces worn and broken parts, reassembles bicycles; installs equipment such as lights and seats.	Limited	\$15,000- \$23,000	1 to 12 months on-the-job training	70% of bicycle repairers are self-employed
BRICKMASON Lays brick, structural tile, concrete, cinder blocks and similar materials to construct or repair walls, partitions, fireplaces, arches, sewers, and other structures.	Limited	\$36,800- \$43,300	more than 12 months on-the-job training	APP
BROADCAST TECHNICIAN Set up, operates and maintains the electronic equipment used to transmit radio and television programs. Controls audio equipment to regulate volume level and quality of sound during radio and television broadcasts. May switch from one camera or studio to another, from film to live programming or from network to local programs. Give technical directions to studio personnel.	Fair	\$20,800- \$39,000	Post secondary applied technology education	
BUS DRIVER Transports passengers from place to place in a city or town or from city to city according to a time schedule. Collect tickets or cash fares.	Fair	\$19,000- \$25,000	1 to 12 months on-the-job training	licensed occupation
BUTCHER Cuts, trims and prepares consumer-sized portions of meat for sale for use in food service establishments. May work in slaughter houses or meat packing firms where duties include killing, skinning and cutting up animals such as cattle, sheep and hogs. May trim, sort and wash the internal organs of animals? May cut standard cuts of meat for marketing.	Limited	\$24,100- \$33,700	more than 12 months on-the-job training	APP

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CARPENTER Cuts, fits and assembles wood and other materials in the construction of buildings, highways and bridges, industrial plants and many other structures. Working from blueprints or instructions from supervisors, measures, marks and arranges materials. Cuts and shapes wood, plastic, ceiling tile, fiberglass and drywall. Join the materials with nails, screws, staples or adhesives. Checks the accuracy of work.	Good	\$23,300- \$36,600	more than 12 months on -the-job training	APP
CARPENTER'S HELPER Help carpenters or craft workers by performing duties of lesser skill such as supplying or holding materials or tools and cleaning work area and equipment.	Average	\$12,900- \$17,300	less than 1 month on-the-job training	
CARPET INSTALLER Measures area to be carpeted and plan's layout of the carpet, installs the carpet by stretching it to fit evenly on the floor and snugly against each wall, attaches the carpet to a stripping to hold it in place. Uses hand tools such as hammers, drills, staple guns and rubber mallets.	Fair	\$16,200 - \$30,500	1 to 12 months on-the-job training	high percentage are self-employed; 98% (national)
CIVIL ENGINEERING TECHNICIAN Helps civil engineers plan and build such projects as highways, bridges and wastewater treatment systems. Conducts materials testing and analysis and writes reports on results. Surveys project sites.	Limited	\$29,000- \$42,000	Associate degree	
COMBINATION TOOL MACHINE SETTER/OPERATOR Sets up, or sets up and operates, more than one type of cutting or forming machine tool, such as gear hobbers, lathes, boring machines, press brakes, shearing and boring machines.	Limited	\$19,800- \$32,700	1 to 12 months on-the-job training	
CONCRETE AND TERRAZZO FINISHER Applies cement, sand, pigment or marble chips to floors, stairways and cabinet fixtures to create durable and decorative surfaces. Finishes freshly poured concrete walls, roads, walkways and ornamental stone facings.	Limited	\$23,000- \$34,000	more than 12 months on-the-job training	APP
COOK, INSTITUTION OR CAFETERIA Plans menus and cooks food in cafeterias, hospitals, schools or other large facilities. Usually prepares meals in large quantities rather than to individual order.	Average	\$14,100- \$21,000	more than 12 months on-the-job training	APP
COOK, RESTAURANT Prepares, seasons and cooks soups, meats, vegetables, desserts and other foods in restaurants. May plan menus, keep records of food supplies, order food as needed and price items on menu.	Good	\$15,600- \$20,000	more than 12 months on-the-job training	APP
COOK, SHORT-ORDER / FAST FOOD Prepares and cooks food in restaurants that emphasize fast service with a limited menu. Duties of the cook are limited to one or two items such as hamburgers, chicken, pizza, tacos or fish and chips. Often works on several orders at the same time.	Good	\$12,500- \$15,800	less than 1 month on-the-job training	
COST ESTIMATOR Develops information for owners or managers to use in making bids for contracts or in knowledge of determining pricing of new products or services. Compiles and analyzes data on all factors construction that can influence costs, such as materials, labor, location and special machinery engineering requirements including computer hardware and software.	Limited	\$31,800- \$54,100	related work experience gives applicant an edge	APP
CUSTOM TAILOR Designs and makes tailored garments, applying knowledge of garment design, construction, styling and fabric. May alter, repair or fit made-to-measure garments, sewing by hand or machine.	Average	\$18,000- \$28,000	related work experience	APP
DATA PROCESSING EQUIPMENT REPAIRER Repairs, maintains and installs electronic computers, peripheral equipment and word processing systems. Follows charts, blueprints and diagrams)	Limited	\$27,200- \$49,500 (national)	Post-secondary applied technology education	repairers expected to grow
DENTAL LABORATORY TECHNICIAN constructs special devices used to straighten teeth. Uses hand instruments and lab equipment	Limited	\$15,600- \$31,200 (national)	more than 12 months on-the-job training	APP

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DIESEL ENGINE MECHANIC Services and repairs engines used to power industrial vehicles and machinery. This includes bus, truck, tractor, train and boat engines. Removes engines, takes them apart, and repairs or replaces worn or damaged parts.	Average	\$23,100- \$37,200	more than 12 months on-the-job training	APP
DRIVER / SALES WORKER Drives over established routes to deliver and sell goods or to pick up and deliver items; may refill vending machines, handle customer complaints, prepare billing statements or collect	Average	\$12,900 \$31,800	less than 1 month on -the-job-training	
DRYWALL INSTALLER Applies plasterboard or other wallboard to ceilings and interior walls of buildings. Builds metal	Limited	\$25,000- \$34,100	1 to 12 months on-the-job- training	
ELECTRICAL/ ELECTRONIC ENGINEERING TECHNOLOGIST Works with engineers and scientists to design, build, test, repair, and modify electrical and electronic equipment. Also installs and operates such equipment.	Average	\$13,300- \$43,500	Associates degree	APP
ELECTRICAL/ELECTRONIC EQUIPMENT ASSEMBLER Follows blueprints and wiring diagrams to put together complex electrical or electronic equipment such as missile control systems, radio and test equipment, computers, numerical control machine tools, radar or appliances.	Limited	\$17,100- \$23,900	related work experience	
ELECTRICAL / ELECTRONICS ASSEMBLER Follows work orders and production drawings to put together less complex electrical and electronic parts, subassemblies and systems.	Fair	\$15,600- \$26,000	less than 1 month on -the-job-training	
ELECTRICIAN Plans, installs, maintains, and repairs electrical wiring, equipment, and fixtures. Insures that work is done in accordance with relevant codes. Follows blueprints and building plans.	Limited	\$30,600- \$46,200	more than 12 months on-the-job training	APP licensed occupation
ELECTRONICS REPAIRER Installs, repairs, and services electronic equipment used in the business and industry. Works with industrial controls, telemetering and missile control systems, radar systems, transmitters, and antennae. Interprets wiring diagrams to trace and connect wires.	Fair	\$30,200 - \$41,600	Post - secondary applied technology education	APP
EXCAVATING AND LOADING MACHINE OPERATOR Operates machinery equipped with scoops, shovels, or other devices to excavate and load loose materials and ore. Works at construction, mining or similar sites	Limited	\$27,000 - \$37,600	1 to 12 months on-the-job training	
FARM WORKER Completes various tasks necessary to grow crops and raise animals on a farm. May drive tractors, trucks, or other farm machines. May repair fences or buildings and clean barns.	Very Good	\$17,000 (national)	less than 1 month on - the job training	
FIRE FIGHTER Controls and extinguishes fires, protects life and property, and maintains equipment. Uses firefighting equipment such as hoses, ladders, chemicals, axes, or crowbars,. May operate emergency vehicles or parachute from plans. Also gives first aid to the injured.	Fair	\$17,700 - \$32,200	more than 12 months on-the-job training	APP
FISH AND GAME WARDEN Patrols assigned area to prevent game law violations. Investigates reports of damage to crops or property by wildlife. Compile biological data. Travels through the area by car, boat, airplane, horse or on foot.	Limited	\$44,000 (national)	1 to 12 months on-the-job training	
FOOD PREPARATION WORKER Prepares cold cuts, seafood, salads, and other foods: maintains and cleans kitchen work areas, equipment, and utensils. Performs simple tasks such as slicing meat, brewing coffee and tea, or preparing sandwiches.	Very Good	\$13,900 - \$17,300	less than 1 month on-the- job training	APP
GARDENER / GROUNDSKEEPER Maintains lawns, trees, flowers, and shrubs in place such as parks, golf courses, and cemeteries. Duties may range from mowing, trimming, planting, watering, and raking to planning and executing small-scale landscaping operations.	Very Good	\$15,600 - \$22,000	less than 1 month on- the- job training	high turnover

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GENERAL MAINTENANCE REPAIRER Keeps machines, mechanical equipment, or structure of an establishment in repair. Duties may include performing routine prevention maintenance; repairing electrical and / or mechanical equipment; installing new equipment; installing new equipment; and repairing buildings, floors, or stairs.	Very Good	\$21,200 - \$34,300	more than 12 month on-the-job training	APP large occupation with growth; high turnover
GRADER AND DOZER OPERATOR Operates machines or vehicles equipped with blades used to remove, distribute, level, or grade earth. May push trees and rock from land.	Limited	\$27,000 - \$38,100	1 to 12 months on-the- job training	
HAND PACKAGER Packages materials or products by hand . Fill containers with materials and wraps articles in paper, plastic film or other materials. May clean , weigh, and inspect and sort articles before packaging	Very Good	\$12,700 - \$18,700	less than 1 month on-the- job training	
HARD TILE SETTER Applies ceramic tile to walls, floors, and ceilings. Arranges tile and then lays tile, using cement or paste. Applies grout and taps tile in place.	Limited	\$24,000 - \$40,000	more than 12 months on-the-job training	
HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANIC Installs, maintains and repairs equipment used to heat and cool buildings. Inspects and tests units for defects; takes faulty units apart, and repairs and replaces parts. Replaces filters, adjusts controls, assembles switches, and cuts and connects pipes.	Limited	\$26,000 - \$41,600	more than 12 months on-the-job training	APP
HEAVY EQUIPMENT MECHANIC Repairs and maintains large mobile mechanical, hydraulic, and pneumatic equipment such as cranes, bulldozers, graders, and conveyors. May weld straighten, bolt, and refit structural metal assemblies.	Fair	\$28,500 - \$40,600	more than 12 months on-the-job training	
HEAVY TRUCK DRIVER Drives a tractor-trailer combination or a truck with a capacity of at least three tons, used to transport and deliver goods, livestock, or materials. Drivers may deliver to construction sites, warehouses, stores, or homes. Mya be required to load and unload truck.	Very Good	\$26,600 - \$39,900	less than 1 month on-the-job training	licensed occupation
HELPER, MECHANIC AND REPAIRER Helps mechanics and repairers to maintain equipment, replace parts, and repair vehicles and machines. Performs duties such as furnishing tools, materials, and supplies to other workers; cleaning work area, machines, and tools, and holding materials or tools for other workers.	Good	\$15,800- \$22,900	less than 1 month on-the-job training	
INDUSTRIAL MACHINERY MECHANIC Repairs and maintains the operating condition of machines found in a plant or factory. Duties include repairing machinery and mechanical equipment such as pumps, conveyor systems, and motors. Regularly inspects machinery and checks performance. Includes keeping machines and their parts well oiled, greased, and cleaned.	Average	\$31,800- \$47,600	more than 12 months on-the job training	
INDUSTRIAL TRUCK / TRACTOR OPERATOR Operate industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials around warehouse, storage yard, factory, or construction site.	Fair	\$20,000- \$27,500	less than 1 month on-the-job training	
INSPECTOR, TESTER, AND GRADER Inspects and tests parts, products, and equipment. Records or reports the findings. Looks for defects, wear, deviation from specification and other problems. Grades parts or products. Uses precision measuring instruments and test equipment and hand tools. May adjust and repair faulty equipment used in production work.	Average	\$20,400 - \$31,000	less than 1 month on-the-job training	APP most employers prefer to train own employees
LABORER, LANDSCAPE & GROUNDSKEEPER Plans and executes small landscaping operations. Maintains grounds and landscape for private businesses or residences. Mows and trims lawns trim shrubs, cultivate gardens, cleans grounds and transplants trees and shrubs.	Very Good	\$15,600- \$22,000	less than 1 month on-the-job training	APP

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LAUNDRY AND DRY-CLEANING MACHINE OPERATOR Operates or tends machines that launder, dye, or dry-clean clothing, rugs, and linens. May spot-clean items or wash delicate fabrics by hand. May iron, fold, or patch articles. Some specialize in cleaning items such as furs, feathers, or leather garments.	Average	\$14,600 - \$17,500	less than 1 month on-the-job training	
LIGHT TRUCK DRIVER Drives trucks with a capacity under three tons. May deliver items to stores, homes, farms, plants, or construction sites. May load and unload truck	Very Good	\$17,300 - \$20,400	1 to 12 months on-the-job training	licensed occupation
MACHINE FEEDER / OFFBEARER Feeds materials into or removes materials from machines that are automatic or tended by other workers.	Fair	\$16,000 - \$22,000	less than 1 month on-the-job training	workers learn skills informally from more experienced workers
MACHINIST Sets up and operates machine tools used to make or repair metal parts for cars, machines, and other equipment. (Machine tools are large, power drive machines which drill, grind, shear or shape metal.) Follows blueprints and drawings to select tools and plan procedures.	Average	\$26,800- \$39,100	more than 12 months on-the-job training	APP
MECHANICAL ENGINEER Plans and designs tools, engines, machines, and other mechanical equipment. Oversees installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems	Fair	\$44,900- \$67,800	Bachelor degree	licensed occupation
NURSERY WORKER Works in nursery facilities or at customer location planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. May trap and poison plant pests and tag plants for identification. Also may help cut and saw tree limbs.	Very Good	not available	less than 1 month on-the-job training	
OPERATING ENGINEER Operates power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, or scrapers.; excavates, moves and grades earth; erects structures; or pours concrete or other hand surface pavement. May repair and maintain equipment.	Limited	\$27,000 - \$38,100	1 to 12 months on-the-job training	APP
ORDER FILLER Fills customer's mail and telephone orders. Duties include computing prices of items, completing order receipts, keeping records of out-going orders, and requisition additional materials, supplies, and equipment.	Average	\$19,300- \$26,800	1 to 12 months on-the-job training	most employed by wholesale trade industry
PACKAGING AND FILLING MACHINE OPERATOR Operates or tends machines, such as filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as meat and other food products, ammunition, stuffed toys and athletic equipment.	Good	\$15,400- \$21,800	1 to 12 months on-the-job training	
PAINTER / PAPERHANGER Applies paint, stain, varnish, and other finishes to buildings and other structures. Chooses the right paint or finish for surface to be covered. May mix colors or match paint to obtain desired color. Paperhangers covers walls and ceilings with decorative wall coverings made of paper or fabric.	Limited	\$22,000- \$32,000	1 to 12 months on-the-job training	APP
PAVING/SURFACING EQUIPMENT OPERATOR Operates equipment that spreads concrete or other materials on roadbeds, parking lots, airport runways or other surfaces. May use equipment that packs gravel, dirt, or other material.	Limited	\$28,700- \$35,400	1 to 12 months on-the-job training	
PHARMACY TECHNICIAN Fills orders for unit doses and prepackaged pharmaceuticals and performs other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacists. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages.	Fair	\$20,800- \$26,600	1 to 12 months on-the job training	

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PIPELAYER Lays clay, concrete, plastic, or cast iron pipe for storm or sanitation sewers, drains, water mains, and oil or gas lines. Grades trenches, positions pipe, and seals joints. Lines up pipeline sections before joining them together.	Limited	\$21,800-\$30,200	1 to 12 months on-the-job training	
PLUMBER/ PIPEFITTER Plans, installs and repairs pipe systems that carry water, steam or other liquids or gases. Also repairs piping systems and puts in plumbing fixtures, appliances, and heating and cooling equipment.	Limited	\$30,200-\$42,800	more than 12 months on-the-job training	APP licensed occupation
PRECISION MACHINE ASSEMBLER Constructs, assembles, or rebuilds machines or equipment, such as engines, turbines, or office machines. Fits or assembles parts or sub-assemblies. Installs moving parts and assembles systems of gears. May test or help in testing of completed product.	Limited	\$29,000 (national)	related work experience	opportunities for workers vary by industry
PRECISION WOODWORKER Makes or assembles wood products that are either complex or precisely detailed. May make patterns for molds to make products. May build and repair wooden cabinets or high grade furniture. May refinish damaged furniture. Generally performs a complete cycle of cutting, shaping, surface preparation, and assembling prepared parts of complex wood components into a finished wood products.	Limited	\$17,900-\$27,200	more than 12 months on-the-job training	
PRINTING PRESS OPERATOR Prepares, operates, and maintains printing presses, install and adjusts the printing plate, mixes fountain solution, adjusts pressure, inks presses, loads paper, and adjusts the press to the paper size. May perform preventative maintenance, oil and clean presses, and make minor repairs to keep presses running smoothly.	Fair	\$21,600-\$32,900	1 to 12 months on-the-job training	
RECREATION AND AMUSEMENT ATTENDANT Schedules use of recreation facilities, allocates equipment, collect fees, sets pins, prepares billiard tables, provides caddying and other services for golfers, and operates carnival rides and amusement concessions.	Good	\$11,000-\$12,000	less than 1 month on -the-job training	
ROOFER Covers and repairs tops of buildings with slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.	Fair	\$21,000-\$32,000	1 to 12 months on-the-job training	AAP
SCHOOL BUS DRIVER Takes children to schools in the morning and returns them to their homes at the end of each school day. Maintains order during the trip and follows safety rules when loading and unloading students. Checks vehicle's tires, brakes, windshield wiper, lights, oil, fuel, water, and safety equipment.	Average	\$19,600-\$28,900	less than 1 month on-the-job training	
SERVICE STATION ATTENDANT Services vehicles by filling gas tanks, washing windshields, changing oil, and replacing filters, belts, batteries, headlights, and other items. Takes inventory of auto parts. Sets up displays, takes payment for service.	Limited	\$16,000 (national)	less than 1 month on-the-job training	
SEWING MACHINE OPERATOR Operates or tends sewing machines to sew together materials. Makes items such as garments, quilts, upholstery, books, toys, or similar products. Threads the machines, adjusts needles, and moves controls to regulate feed rates and thread tension.	Limited	\$15,200-\$23,500	less than 1 month on-the-job training	
SHEET METAL WORKER Fabricates, assembles, installs, and repairs sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Work may involve setting up and operating fabricating machines and operating soldering and welding equipment.	Limited	\$23,700-\$41,200	1 to 12 months on-the-job training	APP
SHIPPING AND RECEIVING CLERK Keeps records on incoming and outgoing shipments. Prepares shipping documents and mailing labels, makes sure orders have been correctly filled by verifying incoming shipments against original order. May route or move shipments to the proper department, warehouse section, or stockroom	Good	\$17,900 - \$26,000	less than 1 month on-the-job training	growth may be affected by automation

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SMALL ENGINE SPECIALIST Services and repairs small engines, such as those found on chain saws, motorcycles, motorboats, snowmobiles, and garden equipment. May repair and adjust clutches, brakes, and other machine parts. Takes engines apart, test them, and replace defective parts.	Limited	\$18,900-\$28,900	more than 12 months on-the job training	APP opportunities are best for those completing a training program
STOCK CLERK Receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. Keeps records and complies stock reports. Organizes and when necessary, marks items with identifying codes or prices so inventories can be located quickly and easily.	Good	\$16,200-\$23,100	less than 1 month on-the-job training	large occupation with high turnover
STOCK CLERK, FLOOR Receives, stores, and issues sales floor merchandise. Stocks shelves, racks, bins, or tables with merchandise and arranges merchandise displays to attract customers. May take physical count of stock or mark merchandise.	Good	\$16,200-\$23,100	less than 1 month on-the-job training	large occupation with high turnover
TIRE REPAIRER / TIRE CHANGER Repairs and replaces tires, tubes, treads, and related products on automobiles and other vehicles. Duties include mounting tires on wheels, balancing tires and wheels, testing and repairing damaged tires and inner tubes.	Average	\$13,900-\$20,200	less than 1 month on - the- job training	
TV CABLE INSTALLER Strings and repairs television cable and other equipment for transmitting messages or TV programming. Duties include locating and repairing defects in existing systems; placing, rearranging, and removing underground or aerial cables; and installing supports, insulation, or guy wire systems.	Limited	\$23,700-\$35,400	more than 12 months on-the-job training	most employers prefer high school graduates with specific qualifications
VEHICLE WASHER / EQUIPMENT CLEANER Washes and cleans vehicles, machinery, and other equipment	Limited	\$12,900-\$17,100	less than 1 month on-the-job training	
WATER AND SEWAGE TREATMENT PLANT OPERATOR Controls pumps, valves, and other processing equipment to move wastewater through treatment processes; disposes of the waste materials. Reads and interprets meters and gauges, operates chemical-feeding devices; takes samples of water and wastewater; performs chemical and biological laboratory analysis; and tests, adjusts the amount of chemicals in water.	Fair	\$29,300-\$38,100	more than 12 months on-the-job training	
WELDER / CUTTER Uses hand-held welding equipment and torches to join or cut metal or plastics. May fuse together plastic sheets, weld metal parts, kor trim metal from objects. Follows blueprints and work orders.	Average	\$22,700-\$31,800	Post secondary applied technology education	APP

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INVESTIGATIVE (SCIENTIFIC) OCCUPATIONS				
AEROSPACE / AERONAUTICAL ENGINEER Designs, constructs, and tests aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May assist in planning the technical phases of aircraft systems, flight operations, or logistics.	Limited	\$52,400-\$73,200 (national)	Bachelor degree	
AIRCRAFT PILOT / FLIGHT ENGINEER Operates airplanes to transport passengers and cargo. May dust crops, spread seed for reforestation, test aircraft, track criminals, monitor traffic, and rescue and evacuate injured persons. Plan flights, checks aircraft to make sure that systems are functioning properly ; chooses route, altitude, and speed that will provide the fastest and safest flight	Fair	\$100,000 (national)	more than 12 months on-the-job training	licensed occupation
BIOLOGICAL SCIENTIST Conducts research to gain information about living to solve problems in medicine, industry, and agriculture. Often uses complex research techniques and lab equipment. May do consulting work, teach or write for journals. May test and inspect foods, drugs and other products.	Fair	\$55,000 (national)	Doctor degree	
CHEMICAL ENGINEER Designs chemical plant equipment and develops processes for manufacturing chemicals and products such as gasoline, synthetic rubber, plastics, and detergents. Some specialize in certain areas such as pollution control, heat transfer, or the production of certain types of products.	Limited	\$51,600-\$77,600 (national)	Doctor degree	
CHEMICAL LAB TECHNICIAN Conducts chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analysis of solids, liquids, and gaseous materials. Some test materials processes, and products to make sure they meet standards.	Limited	\$26,400-\$42,000	Associate degree	
CHEMIST Searches for and puts to practical use new knowledge about chemicals, investigates the properties, composition, and structure of matter and the laws that govern the combination of elements and reactions of substances. May create new products and processes.	Limited	\$34,300-\$56,800 (national)	Bachelor degree	
CHIROPRACTOR Adjusts spinal column and other articulations of the body to prevent disease and corrects abnormalities of the human body believed to be caused by interference with the nervous system. Examines patient to determine nature and extent of disorder. Manually manipulates spine or other involved area. May use supplementary measures such as exercise, rest, water, light, heat and nutritional therapy	Fair	\$75,000 (national)	1 st professional degree	licensed occupation
CIVIL ENGINEER Plans, designs and oversees construction and maintenance of structures such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water supply and sewage systems. May work in design, construction, research, and teaching.	Average	\$42,400-\$65,300	Bachelor degree	
COMPUTER ENGINEER Plans , designs, and helps build computers and related equipment. Analyzes the data processing requirements of a business or industry to plan the computer equipment required to provide system capabilities for projected work loads. Plans layout and installation of new system or modification of existing system.	Good	\$57,600-\$79,200	Bachelor degree	
COMPUTER SYSTEMS ANALYST Plans ways to use computers to solve scientific, engineering, and business problems. Determines what data to collect, equipment needed, and steps to follow in processing the information. Prepares charts and diagrams that describe system operations.	Very Good	\$37,200-\$63,200	Bachelor degree	

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
DENTIST Diagnoses, prevents, and treats diseases, injuries, and malformations of teeth, gums and related oral structures. May perform corrective surgery of the gums and supporting bones to treat gum diseases. Extracts teeth and makes molds, measurements for dentures. Administers anesthetics and writes prescriptions for antibiotics and other medications.	Average	\$113,000 (national)	1 st professional degree	licensed occupation
DRAFTER Prepare working plans and detail drawings from rough or detailed sketches and notes for engineering or manufacturing purposes. Calculates the strength, quality, and cost of materials	Good	\$28,000- \$48,000	Post secondary applied technology education	licensed occupation
ECONOMIST Studies the ways a society uses scarce resources such as land, labor, raw materials, and machinery to produce goods and services. Conducts research, collects and analyzes data, monitors economic trends, and develops forecasts.	Limited	\$40,000- \$62,000	Bachelor degree	
ELECTRICAL / ELECTRONICS ENGINEER Designs, develops, tests, and supervises the manufacturing and installation of electrical and electronic equipment, components or systems, designs new products, writes performance requirements, and develops maintenance schedules. Tests equipment, solves operating problems, and estimates the time and cost of engineering projects.	Good	\$41,200- \$62,200	Bachelor degree	APP
FORESTER / CONSERVATION SCIENTIST Plans, develops, and controls environmental factors affecting forests, range land, and farm land and their resources. Plans ways to be sure that forest resources meet present and future public needs. Develops ways to protect resources against fire, insects, disease, floods, and erosion. Seeks to develop new and better methods and tools for conserving resources.	Limited	\$45,000 (national)	Bachelor degree	
INDUSTRIAL ENGINEER Determines the most effective ways for and organization to use the basic factors of production; people, machines, materials, information and energy . Plans equipment layout, work flow, and accident prevention measures to maintain efficient and safe utilization of plant facilities. Develops management control systems, designs production planning and control systems. Develops and oversees quality control, inventory control, and production record systems.	Limited	\$41,200- \$63,200 (national)	Bachelor degree	licensed occupation
MECHANICAL ENGINEERING TECHNICIAN Helps engineers design and develop machinery, robotics, and other equipment by making sketches and rough layouts,. Records data, makes computations, analyzes results, and writes reports. May test and inspect machines and equipment in manufacturing departments or work with engineers to eliminate production problems.	Limited	\$35,400- \$46,200	Associate degree	APP
MEDICAL / CLINICAL LABORATORY TECHNICIAN Performs routine tests in medical laboratory for use in treatment and diagnosis of disease. Prepares vaccines, biological, and serums for the prevention of disease, Prepares tissue samples, takes blood samples, and executes laboratory tests such as urinalysis and blood counts. May work under the general supervision of a Medical Technologist.	Average	\$20,600- \$28,700	Associate degree	
MEDICAL TECHNOLOGIST Performs complex procedures in the clinical laboratory or performs specialized procedures in such areas as cytology, histology, and microbiology. Microscopically examines blood, tissue, and other body substances; makes cultures of body fluid or tissue samples; analyzes samples for chemical content or reaction; and determines blood glucose or cholesterol levels. May type and cross-match blood samples for transfusions. May evaluate the effects a patient's condition has on test results, develop and modify procedures, and establish and monitor programs to insure the accuracy of tests.	Fair	\$34,500- \$50,300	Bachelor degree	
OPTOMETRIST Examines eyes for vision problems, diseases, and other disorders of the eye. Tests eyes for proper depth and color perception and focus. Prescribes lenses and treatment . Refers patients to doctors. Supplies eyeglasses and fits and adjusts contact lenses.	Fair	\$63,000- \$87,000	1 st professional degree	licensed occupation

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
PHARMACIST Dispenses medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners. Advises people on the use of medicines that do not need a doctors order. May prepare medicines and test drugs for purity and strength. Keep records of the drugs patients use and advises doctors on the selection of drugs.	Fair	\$64,900-\$83,000	Bachelor degree	licensed occupation
PHYSICIAN Performs medical exams, diagnoses diseases, and treats people with injuries or diseases. Advises patients on how to prevent disease and keep fit through exercise and diet. Most specialize in a certain field of medicine such as surgery, obstetrics, or psychiatry. May visit patients in their homes or in nursing homes. May also do research or teach in medical schools.	Very Good	\$102,800-\$145,600	1 st professional degree	licensed occupation
PHYSICIANS'S ASSISTANT Takes medical histories, examines patients, orders and interprets laboratory tests and X-rays, and makes preliminary diagnoses. Also treats minor injuries by suturing, splinting, and casting. Records progress notes., instructs and counsels patients, and orders or carries out therapy. May prescribe medications. May order medical and laboratory supplies and equipment, Always works under the supervision of a physician.	Fair	\$57,200-\$82,400	Bachelor degree	licensed occupation
PSYCHOLOGIST Studies human behavior and mental processes to understand, explain, and change people's behavior. May study the way a person thinks, feels, or behaves. Research psychologist investigates the physical, cognitive, emotional, or social aspects of human behavior. Applied psychologist counsels and conducts training programs; does market research and applies psychological treatments to a variety of medical and surgical conditions.	Average	\$36,400-\$51,200	Master degree	licensed occupation
SURGICAL TECHNICIAN / TECHNOLOGIST Assists in operations under the supervision of surgeons or registered nurses. Helps set up operating room with surgical instruments, equipment, and fluids. Assembles, adjusts, and checks nonsterile equipment to ensure it is in working order. Prepares patients for surgery by washing, shaving, and disinfecting incision sites. Transports patients to the operating room , helps position them on the operating table, and covers them with sterile surgical drapes. Also observes patient's vital signs, checks charts, and helps surgical team scrub, and put on gloves, gowns, and masks. During surgery passes instruments and may hold retractors or cut sutures.	Limited	\$21,800-\$35,200	Post secondary applied technology education	
TECHNICAL WRITER Researches, writes and edits technical material such as equipment manuals, appendices, and operating and maintenance instructions. Mya oversee preparation of illustrations, photographs, diagrams, and charts, and assist in layout work. May write speeches and news releases.	Limited	\$36,400-\$54,900	Bachelor degree	knowledge about a specialized field is usually required
VETERINARIAN Studies, diagnoses, treats and helps to control diseases and injuries among animals. Operates on sick or injured animals. Gives medicines, drugs, and vaccines to animals. Treats animals in hospitals ans clinics or on farms and ranches.	Fair	\$70,000 (national)	1 st professional degree	licensed occupation

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
ARTISTIC OCCUPATIONS				
ACTOR/DIRECTOR/PRODUCER Plays parts in stage, television, radio, or motion picture productions for entertainment, information, or instruction. Reads scripts and decides how to interpret roles; relies on facial and verbal expressions as well as body motion for creative effect. Uses props and costumes to help communicate ideas.	Good	not available	more than 12 months on-the-job training	
ARCHITECT Plans and designs the construction of private residences, office buildings, theaters, factories, and other structures. Plans and designs project such as parks, airports, and highways. Prepares detailed drawings that show the scale and structure of buildings, the dimensions of every part of the structure and location of plumbing, heating and other units..	Fair	\$40,000-\$60,000	Bachelor degree	licensed occupation
ARTIST / COMMERCIAL ARTIST Uses a wide variety of materials and methods to communicate ideas, thoughts and feelings. May use oils, watercolors, plaster, or other media. Creates or copies drawings or other art work for use in business or industry. May create designs to illustrate fashion publications, advertising, kor medical procedures.	Very Good	\$19,100-\$45,100	related work experience and Bachelor degree or higher	APP
DESIGNER Design or arrange objects and materials to achieve artistic or decorative affects for apparel or other commercial items. May also create, mark out, or draw designs for items such as furniture and machinery (product design) Designers are generally categorized according to articles or products designed, such as Clothes Designers, Industrial Designers.	Good	\$29,300-\$44,700	Bachelor degree	take cad courses
INTERIOR DESIGNER Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings. Formulates design which is practical, aesthetic and conducive to intended purposes of buildings.	Average	\$26,000-\$52,000 (national)	Bachelor degree	
PHOTOGRAPHER Uses camera to portray things and people, places, and events. Uses a variety of cameras, lenses, and film. May develop and print own photographs. May specialize in portrait, commercial or industrial photography.	Average	\$23,000-\$44,000	1 to 12 months on-the-job training	competition will be keen APP
WRITER / EDITOR Originates and prepares written material such as scripts, stories, news items, advertisements, and other material. Coordinates, edits, and analyzes prepared written material.	Good	\$30,000 - \$54,000	Bachelor degree	

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
SOCIAL (SOCIAL-HUMANITARIAN) OCCUPATIONS				
BARTENDER Mixes and serves alcoholic and nonalcoholic drinks for customers in bars, restaurants, and clubs. Takes drink orders from patrons or waiters/waitresses. May serve snacks, order supplies, collect payments, and keep bar clean.	Average	\$12,900- \$17,300	more than 12 months on-the-job training	
COACH Instructs or coaches groups or individuals in the fundamentals of sports. Demonstrates techniques and methods of participation. Observes and informs participants of corrective measures and necessary to improve their skills. Prepares athletes for competition, determines strategy during games and calls plays.	Average	not available	1 to 12 months on-the-job training	DUU, USU, W
CORRECTIONAL OFFICER Guards inmates in penal or rehabilitative institutions in accordance with established regulations and procedures, enforces rules and counsels inmates. Searches inmates for weapons or drugs. Settles disputes. May guard prisoners in transit between jail, courtroom, prison, or other points.	Average	\$27,000- \$34,100	more than 12 months on-the-job training	W, SUU
DENTAL ASSISTANT Makes patients comfortable in the dental chair, prepares patients for treatment and retrieves dental records. Hands the dentist the proper tools and materials. Keeps patients' mouths clear by using suction or other devices. Prepares materials for making impressions and restorations and processes x-ray film.	Good	\$19,300- \$24,500	1 to 12 months on-the-job training	
DENTAL HYGIENIST Works with dentists as part of a dental health team. Cleans and polishes teeth, gives fluoride treatments and instructs on caring for teeth and gums. Also take medical and dental histories, exposes and develops dental x-ray film and makes impressions of teeth for study models. May give talks on dental health in schools, help in research projects or teach.	Fair	\$49,500- \$78,400 (national)	Associates's degree	licensed occupation
DIETICIAN / NUTRITIONIST Organizes, plans and conducts food service or nutritional programs to assist in promotion of health and control of disease. Gives advice on good eating habits. May plan and direct food preparation in places such as hospitals, nursing homes, clinics and schools.	Fair	\$30,800	Bachelor degree	licensed occupation
HAIRDRESSER / COSMETOLOGIST Provides beauty services, such as suggesting hair styles, cutting and treating hair and scalp, applying make-up and dressing wigs. May give manicures and facials. Most make appointments, keep records of products used by their regular customers and order supplies.	Very Good	\$15,800- \$23,900	Post-secondary applied technology education	APP licensed occupation
HOME HEALTH AIDE Cares for elderly, convalescent or handicapped person in home of patient. Provides housekeeping services, personal care and emotional support for their clients. May also plan meals (including special diets), shop for food and cook. May help clients move from bed, bathe, dress and groom. May also check pulse, temperature and respiration, help with simple prescribed exercises and assist with medication routines.	Good	\$15,800- \$22,700	less than 1 month on-the-job training	federal guidelines affect medicare employers
INTERVIEW EMPLOYMENT Interviews persons applying for a job to see if their qualifications match the job. Searches application files, notifies selected applicants of job openings and refers qualified applicants to prospective employers. Contacts employers to check on results and prepares reports.	Very Good	\$30,400- \$43,900	Bachelor degree	
LIBRARIAN Administers libraries and performs related library services. Includes selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials, furnishing reference, bibliographical and reader's advisory services. May select music, films or other audio-visual materials for programs.	Fair	\$32,000- \$44,300	Master degree	

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
LICENSED PRACTICAL NURSE Cares for sick, injured and convalescent persons in hospitals, clinics, doctor's offices and private homes. Works under the direction of doctors and registered nurses to provide bedside patient care and helps examine and treat patients.	Good	\$23,700- \$31,600	Post-secondary applied technology education	licensed occupation
MEDICAL ASSISTANT Performs duties under the direction of physician in examination and treatment of patients. Prepares treatment rooms, drapes patients with covering, prepares instruments and equipment. Hands instruments and materials to physician. Measures vital signs, gives injections and performs routine laboratory tests.	Good	\$17,900- \$22,500	1 to 12 months on-the-job training	
MEDICINE AND HEALTH SERVICE MANAGER Plans, organizes, coordinates and supervises medicine and health services establishments such as hospitals or clinics. May direct activities in clinical areas such nursing, surgery, therapy, food service and medical records or the activities in non-health areas such as finance, housekeeping, human resources and information management.	Good	\$46,400- \$76,300	related work experience and Bachelor degree or higher	
NURSE AIDE / ORDERLY Works under the direction of nursing or medical staff to provide auxiliary services in the care of patients. Performs duties such as answering patient's call bell, servicing and collecting food trays and feeding, bathing and dressing patients. May store or move medical supplies and clean patient's rooms.	Very Good	\$15,600- \$19,100	less than 1 month on-the-job training	licensed occupation
PARALEGAL Assists lawyers by researching law, investigating facts and preparing legal documents. May gather research data for use as evidence to formulate defense or to initiate legal action. May help prepare the legal arguments, draft pleadings to be filed with the court, obtain affidavits and assist the attorneys during trials. Also keeps files of all documents and correspondence important to cases. May coordinate the activities of other law office employees and keep the financial records for the office.	Fair	\$34,700- \$42,800	Associate degree	
PHYSICAL THERAPIST Improves mobility, relieves pain and prevents or limits permanent physical disabilities of patients suffering from injuries or diseases. Evaluates a patient's medical history; tests and measures their strength, range of motion and ability to function and develops written treatment plans. Documents progress, conducts periodic re-evaluations and modifies treatments.	Fair	\$42,800- \$63,000	Bachelor degree	licensed occupation
PHYSICAL THERAPY ASSISTANT Prepares patient and/or administers physical therapy treatment, such as massages, traction and heat, light and sound treatment. Fits, adjusts and trains patients to use supportive devices such as braces, prostheses and walkers. Works under the direction of physical therapist.	Average	\$26,600- \$33,900	1 to 12 months on-the-job training	
POLICE DETECTIVE Conducts investigations to prevent or solve crimes. Investigates suspected criminals, clues and facts. Records and reports information about known criminals. Prepares cases for court and gives testimony.	Limited	\$30,200- \$45,100	related work experience	
POLICE PATROL OFFICER Maintains order, enforces the law and coordinates and protects life and property in and assigned patrol district. Patrols specific area on foot in or in a vehicle, directs traffic, issues traffic summonses, investigates accidents, makes arrests and gives evidence in court.	Good	\$29,700- \$40,100	more than 12 months on-the-job training	APP
POSTAL MAIL CARRIER Sorts mail for delivery; walks or drives Postal vehicles over a planned route to deliver or collect mail.	Average	\$33,300- \$41,600	less than 1 month on-the-job training	applicants far exceed the number of job openings

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
PSYCHIATRIC TECHNICIAN Provides nursing care to mentally ill, emotionally disturbed or mentally retarded patients in psychiatric hospitals or mental health clinics. Participates in rehabilitation and treatment programs. Helps with personal hygiene. Administer oral medications and hypodermic injections. Monitors patient's physical and emotional well-being and reports to medical staff.	Limited	\$19,700-\$29,500	Associates degree	
RADIO / TV ANNOUNCER Introduces and hosts radio and TV programs. Many radio announcers act as disk jockeys. Introduces recorded music, presents news, ads and commentary. May operate the control board, sell ad time and write commercials and news copy. May research and write scripts.	Limited	\$22,900-\$38,100	more than 12 months on-the-job training	
RADIOLOGIC TECHNOLOGIST / TECHNICIAN Takes X-rays and Cat scans or administers nonradioactive materials into patient's blood stream for diagnostic purposes. Positions patient and adjust equipment. Explains procedures. May specialize in areas such as computed tomography, ultrasound and magnetic resonance.	Average	\$29,300-\$40,600	Associate degree	licensed occupation
REAL ESTATE APPRAISER Appraises real property to determine its value and quality for purchase, sale, investment, mortgage or loan purposes. Gather information by taking measurements, interviewing people familiar with the property and searching public records.	Fair	\$20,800-\$52,300 (national)	related work experience	licensed occupation
RECREATION WORKER Organizes and leads programs and watch over recreational facilities and equipment. Organizes and promotes activities such as fine arts and crafts, sports, games, music, dramatics, social recreation, camping and hobbies. Teaches the correct use of equipment.	Average	\$13,900-\$21,800	Bachelor degree	
RECREATIONAL THERAPIST Plans, organizes and directs medically-approved recreation programs for patients in hospitals, nursing homes, or other institutions. Employs activities to treat or maintain the physical, mental and emotional well-being of patients. Helps individuals build confidence, socialize effectively and remediate the effects of illness or disability. May instruct patients in relaxation techniques to reduce stress and tension.	Fair	\$18,000-\$35,000		licensed occupation
REGISTERED NURSE Cares for the sick injured and helps people stay well. Observes, assesses and records symptoms, reactions and progress; assists physicians during treatments and examinations; administers medications and assists in convalescence and rehabilitation. Also develops and manages nursing care plans, instructs patients and their families in proper care and helps individuals and groups take steps to improve or maintain their health.	Very Good	\$37,400-\$50,100	Associate degree	licensed occupation
RESIDENTIAL COUNSELOR Coordinates activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities or similar establishments. Work includes developing or assisting in the development of program plans for individuals, maintaining household records and assigning rooms. Counsels residents in identifying and resolving social or other problems. Orders supplies and determines need for maintenance, repairs and furnishings.	Average	\$14,500-\$21,800	Bachelor degree	
RESPIRATORY THERAPIST Evaluates, treats and cares for patients with breathing disorders. Provides temporary relief to patients with chronic asthma or emphysema and emergency care for heart failure, stroke, drowning or shock victims. Connects patients ventilators. Regularly checks in patients and equipment. Teaches patients and their families to use ventilators and other life support systems.	Limited	\$33,300-\$42,800	Associate degree	licensed occupation
SCHOOL / VOCATIONAL / CAREER COUNSELOR Counsels people on educational and career matters. Helps students or workers by providing them with the information about training and jobs and by helping them deal with personal problems. Collects test and interview information on clients. Determines people's interests, abilities and needs. Helps plan education and training programs for people.	Average	\$26,600-\$41,800	Master degree	licensed occupation

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
SOCIAL SERVICE TECHNICIAN (HUMAN SERVICE WORKER) Assesses the needs and establishes the eligibility of clients for services. Examines financial documents, determines whether the client is eligible for food stamps, Medicaid or other human service programs. Informs clients how to obtain services, arranges for transportation and provides emotional support. Monitors and keeps case records on clients and reports progress to supervisors.	Average	\$21,000-\$31,000	1 to 12 months on-the-job training	high turnover affects employment outlook; licensed occupation
SOCIAL WORKER-MEDICAL / PSYCHIATRIC Counsels and aids individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept and follow medical recommendations. Serves as a link between the patient, the psychiatric agency and the community.	Good	\$24,300-\$37,100	Master degree	
SOCIAL WORKER Counsels and aids individuals and families requiring social service assistance. Talks with people to understand their problems and plans ways to help them. Advises on child care and places children in foster homes. Plans activities and services for children, teenagers, adults and older persons. Provides information and referral services in many areas. Helps patients and families cope with illnesses.	Good	\$23,600-\$32,100	Bachelor degree	licensed occupation
SPEECH PATHOLOGIST / AUDIOLOGIST Examines and provides remedial services for persons with speech and hearing disorders. Plans and conducts programs to restore or improve communication. Gives and interprets special hearing and speech tests. Develops client treatment plans. Provides language therapy. Coordinates test results with educational, medical, social and behavioral information. Helps select hearing aids.	Fair	\$31,000-\$56,000	Master degree	licensed occupation
TEACHER, ADULT AND CONTINUING EDUCATION Instructs people in courses other than those that normally lead to an occupational objective and are less than the baccalaureate level. Subjects may include self-improvement and non-vocational courses such as Americanization, basic education, art, stock market analysis, languages, dancing and automobile driving. Helps people update their job skills or adapt to technological advances.	Good	\$20,000-\$35,000	Bachelor degree	
TEACHER, ELEMENTARY Teaches elementary pupils in public or private schools basic academic, social and other formulative skills. Plans teaching activities, evaluate students' work and record grades. Meets with parents.	Good	\$37,600-\$57,400	Bachelor degree	licensed occupation
TEACHER, PRESCHOOL Instructs preschool and kindergarten children activities designed to promote social, physical and intellectual growth in preparation for primary school. Supervises field trips and play time. Plan activities to promote learning and good self-control.	Average	\$15,200-\$21,400	Bachelor degree	licensed occupation
TEACHER SECONDARY SCHOOL Instructs students in public or private schools in one or more subjects, such as English, mathematics or social studies. Develops teaching plans and gives exams. Supervises study hall and home rooms and attends school meetings.	Very Good	\$46,200-\$74,300	Bachelor degree	licensed occupation
TEACHER, SPECIAL EDUCATION Teaches elementary and secondary school subjects to educationally and physically handicapped students. May use tools, such as sign language of Braille writers to teach. Plans courses, prepares lessons, grades papers and keeps records. An important work function, involves encouraging and advising students and their families.	Average	\$41,000-\$64,000	Bachelor degree	licensed occupation
TEACHER, VOCATIONAL EDUCATION Teaches or instructs vocational subjects at the Post secondary level (but at less than the baccalaureate) to students who have graduated of left high school. Subjects may include business, secretarial science, data processing, trades and practical nursing. Teaching may take place in public or private schools whose primary business is education or in a school Associated with an organization whose primary business is other than education.	Good	\$47,000-\$64,000	related work experience	licensed occupation

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
ENTERPRISING (MARKETING MANAGEMENT) OCCUPATIONS				
ADJUSTMENT CLERK Investigates and resolves customers' inquiries concerning merchandise, service, billing or credit rating. Examines information to determine accuracy of customers' complaints. Notifies customers and appropriate personnel of recommendations, such as exchange or adjustment to customers' bills.	Good	\$18,100- \$25,800	less than 1 month on-the-job-training	some organizations offer on-the-job training
ADMINISTRATIVE SERVICES MANAGER Plans, organizes directs or coordinate the supportive services department of a business, agency or organization. Prepares work schedules and budgets and supervises staff. May also deal with outside organizations on matters such as business services or contracts.	Average	\$28,500- \$57,600	related work experience and Bachelor degree or higher	
ADVERTISING SALES AGENT Calls on businesses to sell advertising materials and services. May sell art work for print ads, time on radio and TV or space in newspapers and magazines. May persuade retailers to use sales promotion displays. Advises client on advertising matters.	Average	\$19,300- \$26,800	1 to 12 months on-the-job training	
BILL AND ACCOUNT COLLECTOR Locates and notifies customers of delinquent accounts by mail, telephone or personal visit. Convinces customers to pay their bills. Duties include preparing statements to credit department if customer fails to respond, initiating repossession proceedings or service disconnection, keeping records of collection and status of accounts.	Good	\$20,600- \$27,900	less than 1 month on-the-job training	training normally provided by employers
CHILD CARE AIDE / WORKER Attends to children at schools, businesses and institutions. Helps young children dress, eat and bathe. May plan recreational activities, instruct children in personal and health habits and teach games and songs.	Very Good	\$14,800- \$17,900	less than 1 month on-the-job-training	57% are self-employed APP
CLERICAL SUPERVISOR Supervises clerical and administrative office workers and interviews and evaluates prospective clerical employees. Plans the work schedules, sets up work procedures, assigns duties to workers and checks work for accuracy. Resolves conflicts among the staff.	Very Good	\$24,800- \$39,500	related work experience	
COMMUNICATIONS, TRANSPORTATION AND UTILITIES MANAGER Plans, organizes, directs or coordinates activities related to communications by telephone, telegraph, radio or television, transporting people or goods by air, highway, railway, water or pipeline, managing transportation facilities, such as airports, harbors or terminals, managing warehousing and storage facilities or supplying electricity, gas, water, steam or sanitation services.	Fair	\$39,500- \$64,100	related work experience and Bachelor degree or higher	
COMPLIANCE INSPECTOR Enforces adherence to policies, procedures or regulations and advises on standards. May inspect and enforce regulations on such matters as health, safety, food, immigration, licensing, or interstate commerce.	Fair	\$31,000- \$44,000	related work experience	
COMPUTER OPERATOR Controls and tends computers used to process business, scientific, engineering and other data. Reads special instructions prepared by programmers and decides what computer equipment to use for each job. Loads the computer with the correct cards, tapes or disks and then starts the computer.	Limited	\$20,000- \$32,900	1 to 12 months on-the-job training	
CONSTRUCTION MANAGER Plans, organizes, directs or coordinates activities concerned with the construction and maintenance of structures, facilities and systems. Directs construction supervisors and monitors the delivery and use of materials, tools, machinery and vehicles. Is responsible for all necessary permits and licenses and monitors compliance with building safety codes.	Limited	\$42,800- \$71,600	Bachelor degree	

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
DISPATCHER, EMERGENCY VEHICLES Receives complaints from public concerning crimes and public emergencies. Operates radio and telephone equipment to receive reports of fires and medical emergencies. Relays information or orders to proper officials. Keep records, logs and schedules of calls received and actions taken.	Limited	\$23,100-\$31,000	1 to 12 months on-the-job training	some jobs will require applicant testing
EDUCATION ADMINISTRATOR Plans, organizes, directs or coordinates the educational activities in schools, businesses, prisons and community service organizations. Interprets policies and programs to teachers and advises on teaching methods and practices. May plan courses, prepare teaching materials, and provide training.	Good	\$59,700-\$70,700	related work experience and Bachelor degree or higher	
EMERGENCY MEDICAL TECHNICIAN Responds to medical emergencies and determines the nature of injuries. Gives first aid treatment to sick or injured persons and transports them to medical facilities. May give drugs and intravenous therapy. Maintains vehicles, medical and communication equipment.	Good	\$15,000-\$22,000	Post-secondary applied technology education	APP
ENGINEERING, MATHEMATICS AND NATURAL SCIENCE MANAGER Plans, organizes, directs or coordinates activities in such fields as architecture, electronic data processing, engineering, life sciences, physical sciences, statistics and systems analysis. Supervises staff which may include engineers, scientists, technicians, computer specialists, along with support personnel. Determines scientific and technical goals within broad outlines provided by top management.	Good	\$47,400-\$89,600	related work experience and Bachelor degree or higher	
FARM MANAGER Manages large farms that produce crops and livestock. Responsible for raising, harvesting, packing and marketing the farm's products. Decides in the number of acres to plant or animals to breed. May arrange with banks to get credit.	Fair	\$44,000 (national)	related work experience and Bachelor degree or higher	
FINANCIAL MANAGER Plans, organizes, directs or coordinates the financial activities of an organization. Prepares the financial reports required by a firm to conduct its operations and ensure that the firm satisfies tax and regulatory requirements. Oversees the flow of cash and financial instruments, monitors the extension of credit, assesses the risk of transactions, raises capital and analyzes investments.	Good	\$42,200-\$73,000	related work experience and Bachelor degree or higher	
FLIGHT ATTENDANT Provides personal services to ensure the safety and comfort of airline passengers during flight. Greets passengers, verifies tickets, helps locate seats and stores luggage. Explains safety equipment. Serves meals and beverages.	Average	\$45,000 (national)	more than 12 months on-the-job training	
FOOD SERVICE AND HOTEL / MOTEL MANAGERS Plans, organizes, directs or coordinates activities of an organization to department that serves food and beverages and/or provides lodging and other accommodations. Estimates food consumption, orders supplies and deals with suppliers. Supervises the kitchen and dining room and oversees food preparation and cooking. Establishes standards for service to guests, decor, housekeeping, food quality and banquet operations. May set room rates.	Very Good	\$20,200-\$32,400	related work experience	APP
GENERAL MANAGER / CHIEF EXECUTIVE Works as the head of a business, firm, agency or other organization. Plans, organizes and directs the activities of the organization through the department heads. Set policies and plans budgets and selects staff.	Very Good	\$37,200-\$76,500	related work experience and Bachelor degree or higher	
GUARD Stands guard at entrance gate or walks about premises of business or industrial establishment to prevent theft, violence or infractions of rules. Guard property against fire theft vandalism and illegal entry. Direct patrons or employees and answers questions relative to services of establishment. Escorts people to protect them from bodily harm.	Good	\$16,000-\$22,000	less than 1 month on-the-job training	licensed occupation

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
GUIDE escorts individuals or groups in trips, cruises, tours, hunting or fishing trips, etc. May escort people around a city or on tours through museums and other places of interest.	Average	\$16,000- \$24,100	related work experience	
HOST / HOSTESS Welcomes patrons, assigns guests to tables suitable for the size of their group, escorts them to their seats and provides menus. Ensures service is prompt and courteous. May schedule dining reservations and act as cashier.	Average	\$12,500- \$16,200	less than 1 month on-the-job training	
HOTEL / MOTEL CLERK Registers and assigns rooms to guests, issues room keys, transmits and receives messages, keeps records of occupied rooms and guests' accounts, makes and confirms reservations. Presents statements to and collects payments from departing guests.	Good	\$14,100- \$17,500	less than 1 month on-the-job training	high turnover; many part-time opportunities
INDUSTRIAL PRODUCTION MANAGER Plans, organizes, directs or coordinates the work activities and resources necessary for manufacturing products. Determines work procedures, interprets and enforces company rules. Reviews progress reports and reschedules work so deadlines are met.	Limited	\$41,200- \$74,000	Bachelor degree	
INSURANCE ADJUSTER / EXAMINER Investigates and determines the extent of insurance company's liability concerning personal, casualty or property loss or damages and attempts to effect settlement with claimants. Corresponds with or interviews medical specialists, witnesses or claimants to investigate claims. Calculates benefit payments and approves payment of claims within a certain monetary limit.	Limited	\$31,800- \$55,100	more than 12 months on-the-job training	licensed occupation
INSURANCE SALES AGENT Sells or advises clients on life, fire, accident and other types of insurance. May help plan financial protection for families. May work as independent broker or be employed by an insurance company.	Good	\$22,100- \$41,300	more than 12 months on-the-job training	licensed occupation
LAWYER Conducts criminal and civil lawsuits, draws up legal documents, advises clients as to legal rights and practices other phases of law. May represent client in court or before administrative agencies of government. May suggest particular courses of action in business and personal matters. May specialize in a single area of law, such as patent law, corporate law or criminal law.	Very Good	\$50,000+	1st professional degree	licensed occupation
LIBRARY TECHNICIAN Helps librarians acquire, prepare and organize material and assists users in finding materials and information. Assist readers in the use of card catalogs, computers and indexes to locate books and other materials. Answers questions that require only brief consultation of standard reference. May catalog books, organize and maintain periodicals or design displays.	Fair	\$15,400- \$22,900	less than 1 month on-the-job training	training requirements vary
LOAN OFFICER / COUNSELOR Reviews the credit and collateral of individuals and businesses applying for a loan. May handle installment, commercial, real estate or farm loans. Prepares statements, letters, reports and loan agreements.	Average	\$31,000- \$50,500	Bachelor degree	
MARKETING, ADVERTISING AND PUBLIC RELATIONS MANAGER Formulates marketing policies, direct sales activities and plans, organizes or directs advertising and public relations activities for a firm or large department. May determine demand for products and services offered by the firm, identify potential customers and develop pricing strategy. May direct publicity programs and make recommendations to enhance the firm's public image.	Good	\$30,000- \$80,000	related work experience and Bachelor degree or higher	SL, CEU, DC
MODEL (DEMONSTRATOR, PROMOTER OR MODEL) Demonstrates of models merchandise and answers questions for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.	Limited	not available	1 to 12 months on-the-job training	DC, SL, USU, UV, W

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
NURSERY AND GREENHOUSE MANAGER Manages farms or nurseries where trees, shrubs and ornamental plants are grown, decides the types and numbers of plants to grow and buys the necessary materials and equipment. Hires and assigns duties to workers.	Limited	\$44,000 national	related work experience	
OCCUPATIONAL THERAPIST Plans and directs educational, vocational and recreational activities to help patients with physical, mental or emotional problems become self-sufficient. Teaches skills and the use of tools to restore clients movement and coordination. Tests the abilities of patients, set goals for them and plans therapy programs. Plans and directs games and other activities and may design devices to aid clients.	Limited	\$50,000 (national)	Bachelor degree	licensed occupation
PERSONNEL, TRAINING AND LABOR RELATIONS MANAGER Plans, organizes, directs or coordinates the personnel, training, or labor relations activities of an organization. May establish employer/employee relations policies; direct the selection, training and evaluation of employees; administer benefits, safety and recreation programs and develop wage and salary schedules.	Average	\$38,000-\$67,000	related work experience and Bachelor degree or higher	
PERSONNEL, TRAINING AND LABOR RELATIONS SPECIALIST Make sure that workers and work activities are handled according to set procedures. Recruits, selects and places workers. May prepare job descriptions and conduct benefit, safety and other programs.	Good	\$30,000-\$44,000	Bachelor degree	
PRIVATE INVESTIGATOR Conducts private investigation to locate missing persons, get confidential information and solve crimes. Questions people, conducts surveillance using binoculars and cameras, gives advice on safety measures.	Average	\$30,200-\$45,100	1 to 12 months on-the-job training	
PROPERTY AND REAL ESTATE MANAGER Plans, organizes directs, coordinates buying, selling or leasing activities of real estate properties for clients or employer. Markets vacant space to prospective tenants. Negotiates and prepares lease or rental agreements with tenants and collects their rent payments and other fees. Negotiates contracts for janitorial , security, grounds keeping and other services.	Good	\$43,000	Bachelor degree	
PUBLIC RELATIONS SPECIALIST Promotes or creates good will for individuals, groups, organizations by writing or selecting favorable publicity material and releasing it through various communications media. Prepares and arranges displays, makes speeches and performs related publicity efforts.	Average	\$30,400-\$46,600	Bachelor degree	
PURCHASING AGENT Purchases raw or semi-finished materials for manufacturing. Purchasing machinery, equipment, tools, parts, supplies or services necessary for the operation of an establishment. Advises suppliers about the type, quality and amount of materials needed in the future.	Average	\$32,900-\$52,000	Bachelor degree	
PURCHASING MANAGER Plans, organizes, directs, controls or coordinates the activities of buyers, purchasing officers and related workers involved in purchasing materials, products or services.	Limited	\$33,000-\$60,000	related work experience and Bachelor degree or higher	APP
REAL ESTATE SALES AGENT / BROKER Aides clients in the buying or selling of a home pr property. Brokers may rent and manage properties and make appraisals. May arrange for loan and title services.	Good	\$38,000-\$60,000 (national)	Post-secondary applied technology education	licensed occupation
REPORTER Collects and analyzes facts about newsworthy events by interview, investigation or observation. Reports and writes stories for newspaper, news magazine, radio television. May write critical reviews of books, music, art work, plays or present news over radio and TV.	Limited	\$22,000-\$40,000	Bachelor degree	

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
RESERVATION AND TICKET AGENT Makes and confirms reservations for passengers and sells tickets for transportation agencies such as airlines, bus companies and railroads. May check baggage and direct passengers to designated concourse or track.	Good	\$16,600-\$22,900	less than 1 month on-the-job-training	airlines and other organizations provide structured training
RETAIL SALES PERSON Assists customers in the selection and purchase of merchandise. Describes the product's features, demonstrates its use or shows various models and colors. Receives cash, check and charge payments, bags or packages purchases and receipts. May help stock shelves or racks, arrange for mailing or delivery of a purchases and gives change receipts. May help stock shelves or racks, arrange for mailing or delivery of a purchase, mark price tags, take inventory and prepared displays.	Very Good	\$14,000-\$22,000	less than 1 month on-the-job training	airlines and other organizations provide structured training
SALES MANAGER Directs a firm's sales program. Assigns sales territories and goals and establishes training programs for sale representatives. Advises sales representatives on ways to improve sales performance. Analyzes sales statistics to determine sales potential and inventory requirements and monitors the preferences of customers.	Good	\$36,000-\$78,000	related work experience	APP
SALES REPRESENTATIVE, BUSINESS SERVICES Sells selected services, such as building maintenance, credit reporting, bookkeeping, security, telephone advertising, printing and storage space. Takes orders for services, computes cost and schedules delivery. Advises customers on ways to solve problems, handles customer complaints and writes reports.	Good	\$29,100-\$52,600	1 to 12 months on-the-job training	some firms provide intensive training
SALES REPRESENTATIVE, WHOLESALE Sells goods or services for wholesalers or manufacturers to businesses or industrial concerns. May work in showrooms or travel throughout an assigned territory, meeting customers and explaining products.	Good	\$29,000-\$52,600	1 to 12 months on-the-job training	78% of workers are male
SALESPERSON, PARTS Sells spare and replaceable parts and equipment from behind counter in agency, repair shop, or parts store. Prepares sales slips, receives payments and keeps records of parts.	Average	\$19,300-\$29,900	1 to 12 months on-the-job training	
SECURITIES AND FINANCIAL SERVICES SALES AGENT Buys and sells stocks and bonds for customers. Gives client advice and information on the stock market. May provide loans, tax counseling and accounting or auditing services. May encourage people to open accounts with financial firms.	Average	\$37,000-\$79,000	Bachelor degree	highly competitive field licensed occupation
TEACHER, Post SECONDARY Conduct classes beyond the secondary school level. Prepares and delivers lectures to students, conducts seminars or laboratory sessions, prepares and administers examinations, conducts research in a particular field of knowledge and publishes findings in books or professional journals. May be designated as professors, Associate or assistant professors or instructors.	Good	not available	Doctor degree	
TECHNICAL SALES WORKER/SERVICE ADVISOR Sells goods or services requiring a technical knowledge of the product and its use. Sells products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals and precision instruments.	Good	\$40,800-\$75,300	1 to 12 months on-the-job training	
TELEMARKETER Solicits orders for goods or services over the telephone.	Very Good	\$17,700-\$24,800	less than 1 month on-the-job-training	
TRAVEL AGENT Plans trips for travel agency customers. Determines destination, modes of transportation, travel dates, costs, accommodations required. Plans, describes or sell itinerary package tours. Books transportation and makes hotel reservations. Gives the information and tickets to customers, collects payment.	Average	\$20,000-\$31,000	Post-secondary applied technology education	

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
WAITER/WAITRESS Takes orders from patrons at table and serves food and/or beverages to patrons. May set table with linen and silverware and remove dirty dishes.	Very Good	\$12,500 \$18,300	less than 1 month on-the-job training	entry level position; high turnover
WHOLESALE AND RETAIL BUYER Buys merchandise or commodities for resale to consumers at the wholesale or retail level. Analyzes past buying trends, sales records, price and quality of merchandise to determine value and yield. Attends fashion and trade shows and visits showrooms to select merchandise. Selects, orders and authorizes payment for merchandise according to contractual agreements.	Limited	\$27,000 \$53,000	Bachelor degree	

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
CONVENTIONAL (BUSINESS INFORMATION) OCCUPATIONS				
ACCOUNTANT / AUDITOR Examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. May prepare income tax forms or advise clients on financial decision. May examine clients' financial records to see if they are correct and correctly reported	Very Good	\$30,600-\$48,000	Bachelor degree	licensed occupation
BANK TELLER Handles banking transactions, such as cashing checks, accepting deposits and loan payments and processing withdrawals. Sells savings bonds, accepts payment for customers; utility bills, receives deposits for special accounts, processes certificates of deposit and money market accounts and sells travelers' checks.	Good	\$16,000-\$21,000	less than 1 month on-the-job training	virtually all bank tellers have at least a high school education
BILLING CLERK Compiles data, computes fees and charges and prepares invoices for billing purposes. Computes costs and calculates rates for goods, services and shipment of goods, Posts data, and keeps other relevant records.	Average	\$19,800-\$27,000	less than 1 month on-the-job training	many employed in hospitals, insurance companies
BOOKKEEPING / ACCOUNTING CLERK Computes, classifies and records numerical data to keep financial records complete. May check accuracy of figures, calculations and Postings pertaining to business transactions recorded by other workers.	Very Good	\$19,100-\$27,900	1 to 12 months on-the-job training	
CASHIER Receives and disburses money in establishment other than financial institutions. May process credit card transactions.	Very Good	\$12,700-\$17,100	less than 1 month on-the-job training	turnover much higher than average
COMPUTER PROGRAMMER Writes computer programs to help solve math, engineering and scientific problems or to help businesses handle tasks such as audits or payroll. Writes programs by breaking down each step into a series of instructions the computer can follow. Tests programs.	Good	\$46,400-\$70,500 (national)	Bachelor degree	APP
COUNTER CLERK Takes orders for services such as rentals, repairs, dry cleaning and storage. May receive articles that need service. Advises customers of the types and costs of services and the dates orders will be ready. May examine items and tag them.	Very Good	\$19,300-\$26,800	less than 1 month on-the-job training	entry level position
CREDIT / LOAN CLERK Assembles documents, prepares papers and processes applications transactions for individuals applying for loans and credit. May interview applicants to obtain personal and financial data, determine credit worthiness and notifies customer of acceptance or rejection of credit.	Limited	\$18,300-26,400	less than 1 month on-the-job training	may take courses offered by banking and credit associations
FILE CLERK Files Correspondence, cards, invoices, receipts and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested. May be required to classify and file new material.	Average	\$15,600-\$21,800	less than 1 month on-the-job training	total employment expected to decline with increasing automation
FOOD COUNTER WORKER Serves food in places that offer fast service or special food delivery. Takes food orders, services food and drinks and may take payments. May also cook, fix sandwiches and prepare ice cream dishes. In cafeterias, fills trays with desserts and salads or meats and side orders.	Very Good	\$12,100-\$15,600	less than 1 month on-the-job training	no specific training requirements; high turnover
GENERAL OFFICE CLERK Does a wide variety of general clerical work. Types, files, record information, answers the telephone and operates various types of office equipment. Duties may vary from day to day.	Very Good	\$16,400-\$24,100	less than 1 month on-the-job training	basic computer skills expected
HIGHWAY MAINTENANCE WORKER Maintains highways, municipal and rural roads, airport runways and rights-of-way in safe condition. Patches broken or eroded pavement and erects and repairs guard rails, highway markers and snow fences. May also clear brush or plant trees along rights-of-way.	Limited	\$25,400-\$37,000	less than 1 month on-the-job training	largest percentage employed by local governments

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
INSURANCE CLAIM CLERK Obtains information from insured or designated persons for purpose of setting claims with insurance carrier.	Fair	\$20,800- \$28,300	1 to 12 months on-the-job training	
INSURANCE PROCESSING CLERK Reviews insurance applications to ensure that all questions have been answered. Compiles data on insurance policy changes, changes policy records to conform to insured party's specifications, cancels insurance policies as requested by agents and verifies the accuracy of insurance company records.	Fair	\$20,800- \$28,300	1 to 12 months on-the-job training	
INTERVIEWING CLERK Interviews public to obtain information. Contacts persons by telephone, mail or in person for the purpose of completing forms, applications or questionnaires. Asks specific questions, records answers and assists persons with completing form.	Good	\$12,500- \$18,900	less than 1 month on-the-job training	largest concentration work in hospitals
JANITOR / MAID / CLEANER Cleans rooms in hotels, offices, hospitals and other such places. Delivers laundry, makes beds and replaces soiled linens. May move and arrange furniture and clean swimming pools. Janitors also keep buildings clean and safe. Performs heavy cleaning using motor-driven cleaning equipment and removes rubbish. May tend to furnace and perform routine maintenance activities.	Very Good	\$13,500- \$20,400	less than 1 month on-the-job training	temporary jobs are plentiful
LEGAL SECRETARY Prepares legal papers and correspondence, such as summonses, complaints, motions and subpoenas. May review law journals and other legal publications to get information needed for cases. Must be familiar with legal terminology, procedures and documents, as well as legal research.	Fair	\$29,500- \$38,300	Post-secondary applied technology education	APP specialized training offered at some private institutions
LIBRARY ASSISTANT Sorts and shelves books, issues and receives library materials, such as pictures, cards, slides, phonograph records and microfilm. Locates library materials for loan and replaces material in shelving area (stacks) or files according to identification number and title. Registers patrons to permit them to borrow books, periodicals and other library materials.	Average	\$15,400- \$22,900	less than 1 month on-the-job training	entry level position with high turnover rate
MAIL CLERK Prepares incoming and outgoing mail for distribution. Time stamps, opens, reads, sorts and routes incoming mail; seals and stamps outgoing mail. Keeps necessary records and completed forms.	Average	\$18,100- \$22,000	less than 1 month on-the-job training	technology advances will limit growth
MEDICAL RECORD TECHNICIAN Keeps medical records of patients in a hospital, clinic or doctor's office. Copies medical data onto forms. Analyzes and codes information, compiles statistics and keeps files of records. Finds medical information for doctors and others upon request. May plan new ways to keep health records up to date.	Fair	\$17,500- 29,800	Associate degree	accredited record technicians (ART) preferred by most employers
MEDICAL SECRETARY Performs secretarial duties using specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Takes dictation; and compiles and records medical charts, reports and correspondence. May prepare and send bills to patients or record appointments.	Fair	\$19,600- 29,300	Post-secondary applied technology education	
NEW ACCOUNTS CLERK Interviews persons desiring to open bank accounts. Explains banking services available to prospective customers and assist them in preparing application.	Fair	\$19,000- 22,000	related work experience	
ORDER CLERK Receives and processes orders for materials, merchandise or services such as repairs, installations or rentals. May receive orders by mail, phone or order form. Contacts customers to inform them of shipping delays and price changes. May handle complaints.	Average	\$19,300- \$26,800	less than 1 month on-the-job training	entry level position
PAYROLL CLERK Computes wages and Posts wage data to payroll records. Keeps daily records showing time of arrival and departure from work of employees. Computes and records hours, earning deductions and net wages.	Limited	\$22,500- \$31,400	less than 1 month on-the-job training	91% of workers are women

Occupational Title and Description	Employment Outlook	Average Wage Range	Training-Required	Other
PRODUCTION CLERK Coordinates and expedites the flow of work and materials according to production schedule. Reviews and distributes production schedules and work orders; compiles progress reports on work and production problems. May schedule workers; route and deliver parts to insure production quotas are met; schedule shipment of parts; keep inventory of material in departments; ensure vendors ship merchandise on promised date and writes special orders for services and merchandise.	Fair	\$18,700-\$34,100	less than 1 month on-the-job training	most workers found in manufacturing
RECEPTIONIST Greets customers or visitors, determines their needs and refers them to people who can help them. Those in medical offices may get information from patients. In beauty shops, they may set up appointments. May also type, answer the telephone, file and sort mail.	Very Good	\$16,200-\$22,000	less than 1 month on-the-job training	computer skills will enhance job prospects
RESTAURANT ATTENDANT Carries dirty dishes from dining room to kitchen, replaces soiled table linens, sets tables with silverware and glassware, replenishes supply of clean linens, silverware, glassware and dishes, supplies service bar with food, such as soups, salads and desserts and serves ice water, butter and coffee to patrons.	Average	\$12,100-\$14,800	less than 1 month on-the-job training	entry level position
SECRETARY Schedules appointments, gives information to callers, takes dictation, composes and types routine correspondence, reads and routes incoming mail, files correspondence and other records. May include more responsible work such as answering letters, doing research and writing reports.	Very Good	\$18,900-\$26,600	Post-secondary applied technology education	
TEACHER AIDE Provides instructional and clerical support for classroom teachers. Assists and supervises students in the classroom, cafeteria, school yard or on field trips. Records grades, sets up equipment or helps prepare materials for instruction. May tutor and assist children. May stock supplies and keep classroom equipment in order.	Very Good	\$20,200-\$29,500	Post-secondary applied technology education	employment sensitive to state expenditures for education
USHER Assists patrons at entertainment events, such as sporting events, motion pictures or theater performances. Takes tickets, gives out programs and escorts people to their seats. May turn away people who do not have tickets. May help people search for lost objects or find restrooms or telephone.	Fair	\$12,100-\$13,900	less than 1 month on-the-job training	entry level position high turnover